Application & Rental Process Checklist

Property: _____   **Name:** _____

						← Initials of Applicants & Cosigners **Confirm ALL applications are clear and include all info below**
						GO GREEN – **get email** (need it to send approval/denial letter)
						Confirm can SS#
						Confirm can DOB
						Confirmed the time frames of all address (get more info if needed)
						Get 2 landlord references & contact info (current & one back)
						Confirmed the time frames of all employment (need 2 years' worth)
						Confirm the exact amount of adults moving in are listed on app (& apps for all)
						Copies of photo ID **(for all individuals over 18)**
						Proof of Income (Copy of Paystubs/Bank Stmnts/Tax Rtns)

Application Submission (Showing Agent)

_____ Applications- Everyone over 18 and Fee

_____ Agency Disclosure Signed

_____ $500 Deposit + App fees (no checks)

_____ Deposit Agreement – Initialed & Signed

_____ Pet App (if applicable)

_____ Pet Pictures (if applicable)

_____ Told them about Pet Fee (if applicable)

_____ Send out "Deposit Taken" email form.

_____ Review Credit Check

_____ Employment/Landlord Verifications

_____ Submit/Return Holding Dpst in safe

If Denied (Showing Agent)

_____ Email **Denial Letter**

_____ Submit file to Ava for refund

_____ Contact tenant to pick up refund

Landlord Communication (Listing agent)

_____ Contact landlord for Approval Pend Refs

_____ Obtain a Document Receipt **or** Waiver

Lease Prep (Listing Agent)

_____ Prepare all lease docs & addendums

_____ - Co-signer Paperwork (if needed)

_____ - Pet docs (if needed)

_____ Prepare Lead Disclosure

_____ Send 2 State Lead Docs to applicants

_____ Send to landlord for signature

Lease Signing (Listing Agent)

_____ Get all paperwork from package signed

_____ Give tenant a package of all copies

_____ Give tenant keys

_____ Submit final payment into safe

_____ Submit file, commission slip, and landlord package w/address to sales support

* Sales Support will ensure file is complete and submit to Ava to issue all payments. *

_____ Landlord's check/package was mailed out on _____